

## **CREDIT OFFICER**

**General Statement of Duties:** Processes applications for housing rehabilitation assistance and maintains loan and escrow accounts and project records; does related work as required.

**Distinguishing Features of the Class:** This is skilled technical and clerical work within the Housing Rehabilitation Division. The work involves collection and analysis of financial data to determine applicant's eligibility and credit worthiness for receiving housing rehabilitation assistance. Incumbent maintains loan, escrow, and other financial accounts and program records. The work is performed under the general supervision of the Rehabilitation Supervisor with incumbent using independent judgement and initiative.

### **Areas of Accountability:**

- 1) Processes rehabilitation and other housing applications.
  - Obtains information from prospective clients and maintains waiting list;
  - Determines eligibility of applicants for program participation;
  - Prepares loan documents and conducts loan-closing conferences;
  - Makes recommendations concerning approval of applications.
- 2) Establishes and maintains loan and escrow accounts for housing assistance programs.
  - Prepares annual statements showing taxes and interest paid by client;
  - Reviews client escrow accounts on an annual basis increasing payment when necessary;
  - Maintains and records payments, maintains balances, disburses escrow payments;
  - Monitors loan payments and sends out delinquent notices when necessary;
  - Coordinates foreclosure actions documents.
- 3) Coordinates emergency assistance for homeowners with emergency repairs.
  - Reviews application for assistance and determines applicant and property liability;
  - Assists applicants in obtaining bids for emergency repairs;
  - Conducts property inspection and processes payments.
- 4) Performs general office duties including filing, record keeping, client intake and typing of correspondence and reports.

5) Maintains required documentation in project files.

- Completes 106 reviews on rehabilitation projects;
- Prepares monthly and annual activity reports;
- Maintains records required by state and federal program regulations on project beneficiaries and expenditures.

6) Provides information to the general public and makes presentations on rehabilitation programs.

7) Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:** Good knowledge of the principles, practices and methods of consumer credit financing, mortgages, and foreclosures; thorough knowledge of bookkeeping methods used to maintain financial accounts and records; ability to apply federal rules, regulations, and guidelines to program activities; ability to complete basic housing inspections for emergency repairs; ability to assimilate financial data and determine eligibility; ability to effectively communicate with the public and staff; ability to organize, prepare, and maintain records, ability to work independently, ability to utilize computer applications for developing and maintaining account records.

**Acceptable Training and Experience:** A combination of experience and training with the processing of applications for financial assistance, consumer lending, loan portfolio management, property and records management, and basic property inspections that provides the required skills and abilities for this position.